

OTE 85-1608

27 September 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: OTE Support to New Recruitment Initiatives

REFERENCE: DDA Memo, dated 11 June 1985 (DDA 85-2044/3),
Same Subject

1. This memorandum responds to your request for a progress report on OTE's work on an unclassified catalog of courses which supports the new recruitment initiatives.

2. We completed the prototype catalog during the first week of September. The Prototype was coordinated throughout the Agency including the Associate Deputy Directors. As a result of this coordination, we received several recommendations for changes, including adding a brief description of the Career Trainee Program and changing several of the photographs. The Office of Central Reference has now been tasked with finding additional photos for inclusion. These will be available for selection by 7 October.

3. During the mid weeks of October, the P&PD/OL designer will produce galleys for final OTE approval. These galleys will be presented to P&PD for printing and binding around 1 November. With support for a high priority for printing, we anticipate that we will be able to make the catalog available to the Office of Personnel for distribution to the recruiters during mid-November.

ADC/OTE (27Sept85)

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